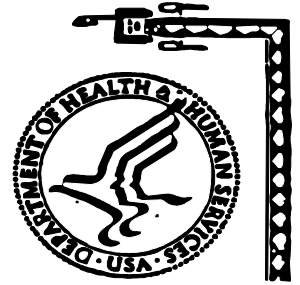


DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA  
INDIAN HEALTH SERVICE



REANNOUNCED TO SOLICIT ADDITIONAL  
APPLICANTS. THOSE WHO PREVIOUSLY  
APPLIED NEED NOT RAPPLY.

VACANCY ANNOUNCEMENT  
CH-08-98A

OPENING DATE  
OCTOBER 15, 2008

CLOSING DATE  
OCTOBER 28, 2008

POSITION  
LEAD BILLING TECHNICIAN

LOCATION AND DUTY STATION  
PHS INDIAN HOSPITAL, PATIENT ACCOUNTS, CHINLE, AZ

GRADE/SALARY  
GS-0503-08, \$40,779 - \$53,012 PER ANNUM

NUMBER OF VACANCIES  
ONE VACANCY (PI0630)

APPOINTMENT  
● PERMANENT  
TEMPORARY  
NTE: \_\_\_\_\_

WORK SCHEDULE  
● FULL-TIME  
PART TIME  
INTERMITTENT

AREA OF CONSIDERATION  
COMMUTING AREA  
NAVAJO AREA WIDE  
● IHS WIDE  
DHHS WIDE

SUPERVISORY/MANAGERIAL

YES, MAY REQUIRE ONE YEAR PROBATION  
● NO

PROMOTIONAL POTENTIAL

YES, TO GRADE \_\_\_\_\_  
● NO KNOWN POTENTIAL

HOUSING  
YES, GOVERNMENT HOUSING AVAILABLE  
● PRIVATE HOUSING ONLY

TRAVEL/MOVING  
MAYBE PAID FOR ELIGIBLE EMPLOYEES  
● NO EXPENSES PAID

**DUTIES:** This position is located in the Business Office, Patient Accounts Section, Chinle Comprehensive Health Care Facility, Chinle, Arizona. Incumbent will be responsible for the full range of technical services in coding, abstracting and billing functions. This includes the submission of properly executed claims on a timely basis to third party payers and responsible parties, and rebilling or correcting billing of accounts previously submitted. Incumbent will distribute and balances the workload among employees in accordance with established work flow, assure timely accomplishment of the assigned workload and assure that each employee has enough work to keep busy. Keeps in touch with the status and progress of work and make day-to-day adjustments in accordance with established priorities, obtaining assistance from the supervisor on problems that may arise, such as backlogs which cannot be disposed of promptly. Estimates and reports on expected time of completion of work and maintain records of work accomplishments and time expended and prepare report as requested. Instructs employees in specific tasks and job techniques and make available written instructions, reference materials and supplies. Gives on the job training to new employees in accordance with established procedures and practices. Checks on work in progress or spot check work not requiring review and review completed work to see that supervisor's instruction on work sequences, procedures, methods and deadlines have been met. Amends or rejects work not meeting established standards; refer to supervisor questions or matters not covered by standards and problems in meeting performance standards. Approves leave for few hours or emergencies. Resolves simple informal complaints of employees and refer others to supervisor. Receives and examines alternate resources claims to assure claims are complete with appropriate supporting documents, which typically include utilization review certifications. Provides technical assistance with processing and maintaining CPT coding, abstraction of the completed charts and compliance enforcement of all regulatory requirements. Review, analyze CPT coding, abstract and compile data, maintain and identify potential risk areas in outpatient medical record. All information will be used for manual data analysis for the business office, compliance officer, medical records and administration.

THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT



Conducts a thorough review of all abstraction and research of records, guidelines in order to select the most accurate and descriptive codes in accordance with CPT/HCPCS coding system. Identifies inconsistencies or discrepancies in medical documentation by notifying the appropriate providers and/or all other departments within the facility for complete charge capture and abstraction. Responsible for maintenance and control of unbilled claims for an assigned section of patient receivables. Notifies supervisor of all claims deemed that cannot be billed, along with reason (s) on a daily basis. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.**

**POSITIVE EDUCATION REQUIRED:** NO

**LICENSURE REQUIRED:** NO

**BASIC QUALIFICATIONS:** Candidates must have had 52 weeks of specialized experience equivalent to the GS-07 grade level to qualify for the GS-08 grade level.

**SPECIALIZED EXPERIENCE:** Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Examples of the type of experience that will be credited are performing duties in the ability to lead and train employees and to recognize work flow, set priorities and determine the best method to use to expedite work of knowledge and familiarity with rules and regulations pertaining to a compliance program and various aspects of compliance issues, specially coding and billing issues and its relation to Indian Health Services.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** GS-08, Not applicable.

**SELECTIVE PLACEMENT FACTOR:** None

**TIME-IN-GRADE REQUIREMENTS:** Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of service at the GS-07 grade level to qualify for the GS-08 grade level.

**CONDITIONS OF EMPLOYMENT:** Immunization requirements- All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

**REASONABLE ACCOMMODATION:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

**NOTE:** Refer to OPM Handbook Qualification Standards, Series GS-0503 for complete information. There is NO substitution of education for experience in accordance with those standards. For more complete information contact your Servicing Personnel Office.

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**WHO MAY APPLY:**

**Merit Promotion Plan (MPP) Candidates:** Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

**Excepted Service Examining Plan (ESEP) Candidates:** Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan. These candidates MUST indicate on their resume or, application, whether their resume or application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

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**INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).**

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered employees.
  - A. Current or former career or career-conditional (tenure groups I or II) competitive service employees who:
    1. Received a specific RIF separation notice; or
    2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
    3. Retired with a disability and whose disability annuity has been or is being terminated; or
    4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
    5. Retired under the discontinued service retirement option; or
    6. Was separated because he/she declined a transfer of function or directed reassignment to another community area.
  - OR
  - B. Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

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**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to the position. To receive full credit for your qualifications, provide a narrative statement that fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. **ABILITY TO LEAD.**
2. **KNOWLEDGE OF THIRD PARTY REIMBURSEMENT SOURCES.**
3. **KNOWLEDGE OF MEDICAL TERMINOLOGY.**
4. **KNOWLEDGE OF ICD-9/CPT-4 CODING.**

**(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS).**

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**NOTE:** "Declaration for Federal Employment" (OF-306), the form must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. *If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.*

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**HOW & WHERE TO APPLY:** All applicants, except Commissioned Officers, must submit one of the following to the PHS Indian Hospital, Personnel Management Branch, P.O. Box PH, Chinle, Arizona 86503, **BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE:**

1. OF-612, Optional Application for Federal Employment; OR
2. \*\*Resume;
3. Any other written application.

**A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432, signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but *MUST* state that such documentation is contained in their Official Personnel Folder.**

**\*\*INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veteran's Preference Certificate – DD-214, indicating Discharge and/or SF-15 – if claiming 10-points. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior employee;
7. Highest Federal civilian grade held (give series and dates held);
8. High school – Name, City, State (zip code if known), and date of Diploma or GED;
9. Colleges and Universities – Name, City, State (zip code if known), Majors, Type and Year of any Degrees received (if no Degree shows Total semester or Quarter Hours earned). (Attach Transcripts);
10. Work Experience (paid and nonpaid) – Job, title, duties and accomplishments, Employer's Name and Address, Supervisor's Name and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

**NOTE:** Applicants who do not submit the information requested above will be given credit only for the information they provide and may not, therefore, receive full credit for their Veteran's Preference determination, Education, Training and/or Experience.

***THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION. WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.***

**FOR MORE INFORMATION CONTACT:** Charlotte Denetchee, Human Resource Specialist, (928) 674-7031 OR email at [Charlotte.Denetchee@ihs.gov](mailto:Charlotte.Denetchee@ihs.gov).

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**ADDITIONAL SELECTIONS:** Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

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**INDIAN PREFERENCE:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

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**VETERANS:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years of more of continuous active service may apply.

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**SELECTIVE SERVICE CERTIFICATION:** If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

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**EQUAL EMPLOYMENT OPPORTUNITY:** SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

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HUMAN RESOURCE CLEARANCE

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DATE

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EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER CH-08-98A ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMAN RESOURCE OFFICE AND WILL NOT BE RETURNED.

**SUPPLEMENTAL QUESTIONNAIRE**  
**LEAD BILLING TECHNICIAN, GS-503-08**

1. **ABILITY TO LEAD.** The person in this position must serve as a work loader, be able to lead/instruct/train employees and to recognize work flow, set priorities and determine the best method to use to expedite work of the section. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

2. **KNOWLEDGE OF THIRD PARTY REIMBURSEMENT SOURCES.** This includes knowledge of various Federal, State and Private Programs which will allow the hospital to collect for medical care rendered to beneficiaries to supplement appropriated funds. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

3. **KNOWLEDGE OF MEDICAL TERMINOLOGY.** This person must have knowledge of medical terminology, disease processes and anatomy and physiology as it relates to functions and activities. This includes a thorough and current knowledge of third party billing and ICD-9 coding in order to interpret and apply them. Also the knowledge of CPT/HCPSC/ADA coding in order to interpret and apply them accurately to the patient data system. What in our background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

4. **KNOWLEDGE OF ICD-9/CPT-4 CODING.** This knowledge is needed to accurately code all billable items abstracting from medical documentation utilizing ICD-9 and CPT-4 coding books. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

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CERTIFICATION

I, CERTIFY THAT ALL OF THE STATEMENTS MADE IN THE ABOVE QUESTIONNAIRE ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE